

Eligibility Package Overview

Introduction

This package was developed in an effort to streamline the eligibility process for applicant school districts. Eligibility is determined by:

- projected enrollment
- existing area
- eligible area allowed by law

These items must be addressed by the school district. They are further detailed in this package for your convenience.

Note: This information supersedes information in the *Applicant Handbook* that may be contradictory for applications filed after January 1, 1993.

Incomplete Submittals

Application packages must include *all* documentation identified in this package. Incomplete submittals will be returned with a letter identifying missing documents.

In This Package

This package includes the following topics:

TOPIC	SEE PAGE
District Loading Standard	2
Housecount Information	3
Map of the District	5
Diagram of Existing Facilities	7
Unused Site Certificate	9
Continued Use Resolution	11
Letter Appraisals	13
Form SFPD 575, Five-Year Facility Plan	14
Year-Round Feasibility Study	15
Eligibility Forms	16

Filing This Package

This package may be filed behind Appendix 12 in your *Applicant Handbook* for reference.

District Loading Standard

.....	
Introduction	The district may reduce the State loading standard by not more than three (3) ADA. This is based on the district's student/teacher ratio supported by a historical document predating July 1, 1992.
Historical Document	The historical document may be a formal district board action, teacher's contract or other evidence satisfactory to the State Allocation Board (SAB). This document must state the student/teacher ratio and must be dated prior to July 1, 1992.
Document Life	This document will be considered valid until the law changes.
Filing Multiple Applications	If the district is filing more than one application at the same time, then only the first application for new construction and the first application for modernization/reconstruction need to have this document attached.
Subsequent Applications	For future applications, the Eligibility Unit will review the master file for receipt of this document. You may want to note in a cover letter that the document was previously submitted and state the district's student/teacher ratio from the document. ☺

Housecount Information

Introduction

Districts with above normal residential construction activities may improve their eligibility by including the potential new students from these housing units.

Housing Unit Defined

A housing unit includes any residential unit which will be under construction within the next year and a construction permit has been issued for the development. In addition, a housing unit may include a fully constructed unit which has never been occupied.

Documentation Content

The district must provide the following documentation:

- using a development map, identify the portion of the development which will be under construction within the next year and the number of housing units involved
 - provide a cover letter summarizing the information from all the maps (see, *Example 1: Housecount Summary Letter, page 4*)
 - (Optional) provide a student yield factor report which is less than one (1) year old
-

Development Map

A development map must identify each housing unit in the development and identify the portion of the development to be under construction within the next year. This must support the number of units stated in the district's cover letter for the specific development.

Document Life

The life of this document will match the life of the *Form SAB 411B, Enrollment Certification* which it augmented.

Filing Multiple Applications

If the district is filing more than one application at the same time, then only the first application for new construction and the first application for modernization/reconstruction need to have this documentation attached.

Subsequent Applications

For applications filed within the life of the document, attach a cover letter indicating that a *SAB 411A, Special Adjustment to Cohort Survival* is on file.

Continued on the next page

Example 1: Housecount Summary Letter

Eligibility Unit
Office of Public School Construction
501 J Street, Suite 400
Sacramento, CA 95814

March 23, 1993

Subject: Housecount Summary

Enclosed are developer maps identifying the areas which will be under construction within the next year. A permit for street improvement or similar activity has been issued.

We request that the State Yield Factor be used.

Developer	Unit Type	Number of Units
Larchmont	single	200
Vanguard	multiple	400
Pacific Scene	single	200
Elliott	single	200
Total		1,000 units

If you need further information, please call me.

Sincerely,

I.M. Applying

I.M. Applying
District Representative
Unique School District

enclosures:

Accompanying all applications, the district must submit an 8½" × 11" map of the

Map of the District

Introduction

district showing the location of its facilities (see, *Example 2: Map of the District, page 6*).

Map Content

The map must identify the following:

- geographic boundary of the district
 - geographic boundary of high school attendance areas
 - location and name of all schools owned and/or operated by the district
-

Document Life

This document will be considered valid for a period of one (1) year from the date received by the Office of Public School Construction (OPSC).

Filing Multiple Applications

If the district is filing more than one application at the same time, then only the first application for new construction and the first application for modernization/reconstruction need to have this document attached.

Subsequent Applications

For applications filed within one (1) year since the last submittal, attach a copy of the last map submitted.

Continued on the next page

Accompanying all applications, the district must submit an 8½" × 11"

Example 2: Map of the District

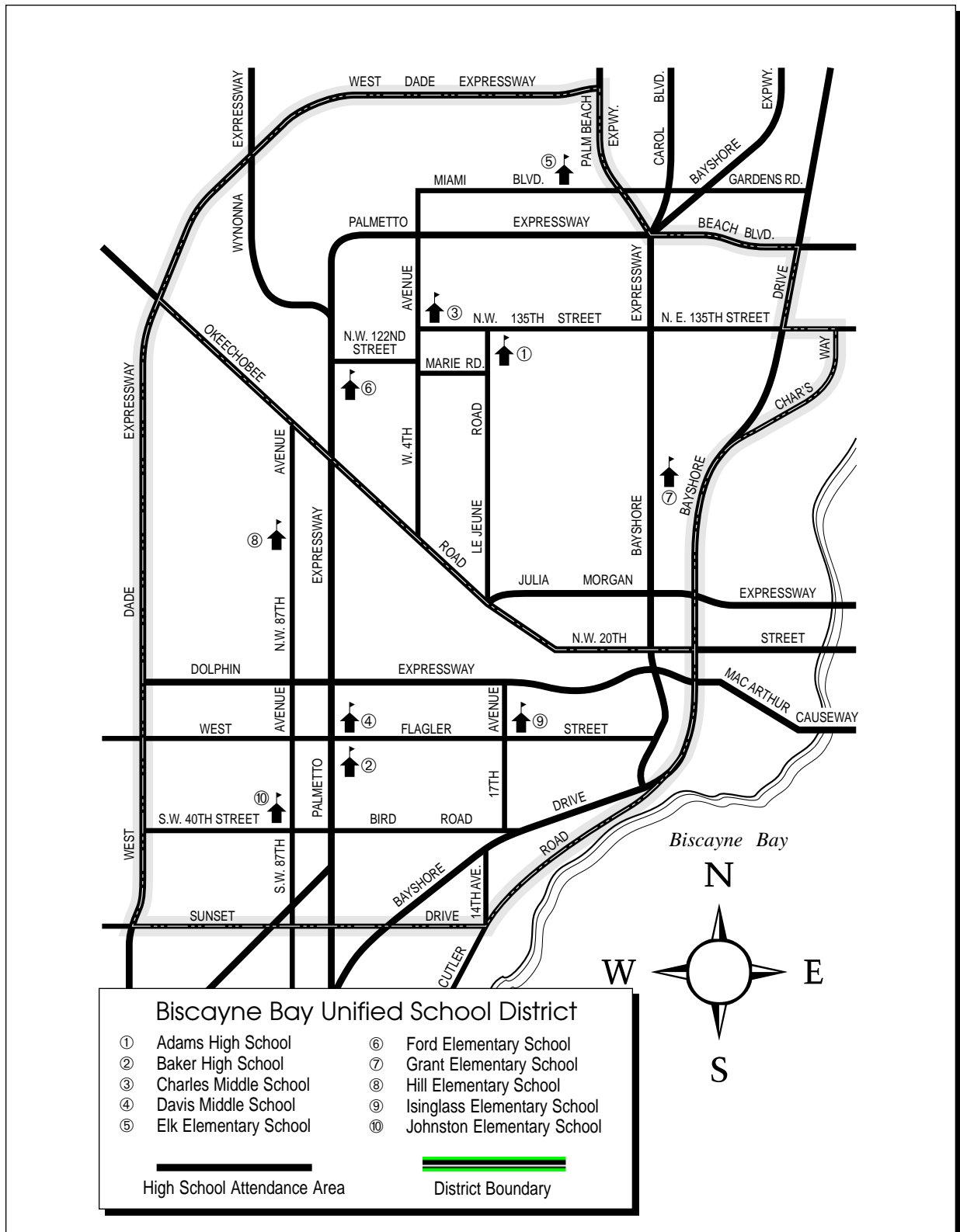


Diagram of Existing Facilities

.....

Introduction

diagram of each school owned and/or operated by the district (see, *Example 3: Diagram of Existing Facilities, page 8*).

Diagram Content

The diagram must identify the following:

- name of the district
 - name of the county
 - name and address of the school
 - plot plan preparation date
 - gross acreage of the school site
 - name of adjacent streets
 - location of all buildings
 - year building constructed
 - teaching stations identified and labelled
 - portable buildings identified and cross-referenced to the *Form SAB 526, Real Property, Portables and Non-Conforming Report*
-

Document Life

This document will be considered valid for a period of one (1) year from the date received by the OPSC.

Filing Multiple Applications

If the district is filing more than one application at the same time, then only the first application for new construction and the first application for modernization/reconstruction need to have this document attached.

Subsequent Applications

For future applications, the District Representative must certify that there has not been any changes to the schools since the last submittal. Otherwise, submit a letter identifying the changes along with a complete set of revised plot plans.

Continued on the next page

Accompanying all applications, the district must submit a certification

Example 3: Diagram of Existing Facilities

La Forge School District, Picard Elementary School
Excelsior County

☒ New Construction
☐ Modernization/Reconstruction

Diagram of Building Area
☒ Existing 1-A
☐ Proposed 2-A
☐ Final 3-A

La Forge School District
Picard Elementary School
2200 North Street
Excelsior County

North

North Street

West Street

East Street

South Street

Plot Plan

Trailer
10 x 32

Bldg. A (1962)

AD * * * Classroom

K K * * * CR Bldg. C Portable (1984)

Multipurpose Type 1 Bldg. B (1968)

KT

3.5 Acres

The above is measured in accordance with the laws and regulations governing the State School Building Lease-Purchase Program.

Tasha Ylar
District Representative

January 2, 1992
Date

Unused Site Certificate

.....

Introduction

identifying all sites owned or used by the district which are not currently operating as a school (see, *Example 4, Unused Site Certificate, page 10*). The purpose is to have a full inventory of the sites available to the district, including vacant school sites and closed schools.

Certification Content

The certification must include:

- name of the site
 - status of the site
-

Document Life

This document will be considered valid for a period of one (1) year from the date signed by the District Representative.

Attachments

If the unused site is or was a school facility, then attach a “diagram of existing facility” (see *Diagram of Existing Facilities, page 7*).

Filing Multiple Applications

If the district is filing more than one application at the same time, then only the first application for new construction and the first application for modernization/reconstruction need to have this document attached.

Subsequent Applications

For applications filed within one (1) year since the last certification, attach a copy of the certification to the application package.

Continued on the next page

Eligibility Unit

Example 4: Unused Site Certificate

March 23, 1993
Office of Public School Construction
501 J Street, Suite 400
Sacramento, CA 95814

Subject: Unused Site Certification

The following is a listing of unused sites in the Unique School District.

Facility	Status
District Administration	Owned by district
Camp Wannabe	Leased from Forest Service for 20 years for summer program
Adult Education Building	Leased from city for 5 years
Western Elementary School	Owned by district and closed since 1981
Blemont/Barton Site (vacant)	Owned by district for future school
Natomas High Site (vacant)	App. 22/12345-00-01
Retail Store Inc.	Site owned by district and leased to vendor
Primary Elementary School	Leased to private school

Please let me know if you have further questions or need additional information regarding this matter.

Sincerely,

I. M. Applying

I. M. Applying
District Representative
Unique School District

Continued Use Resolution

.....

Introduction

Accompanying the *Form SAB 706, Application for Apportionment for Modernization/Reconstruction*, the district must submit a resolution, from its governing board. The resolution must state that the district will continue to use the facilities modernized or reconstructed for the foreseeable future (see, *Example 5: Continued Use Resolution, page 12*).

Resolution Content

The resolution *must* include the following:

- school district name
 - resolution number
 - name of the school proposed to be modernized or reconstructed
 - date enacted by the district's board
 - signed by the members of the board or attested to be accurate by the secretary/clerk of the board
-

Filing Multiple Applications

One resolution may include the names of *all* schools being modernized or reconstructed. A separate resolution for each school is *not* necessary.

Continued on the next page

Example 5: Continued Use Resolution

Pierce Joint Unified School District
Arbuckle, California
Resolution #87-6

Continued Use of Reconstructed Schools

Whereas, the Pierce Joint Unified School District has applied for Reconstruction Funding under the provisions of the State School Building Lease-Purchase Program; and

Whereas, condition of granting of these funds is predicated on continued use of reconstructed facilities;

BE IT HEREBY RESOLVED, that those buildings at Pierce High School and Arbuckle Elementary School which are reconstructed will remain in continuous use by the District for the foreseeable future.

Enacted this 20th day of November, 1986, by the Pierce Joint Unified School District Board of Trustees.

Ayes 5

Noes 0

Absent 0

I. M. Applying

Edward A. Smith

Ellen Baker

John Daily

A.M. Morning

Letter Appraisals

<p>.....</p> <p>Introduction</p>	<p>All new construction applications which include the acquisition of land require the district to include two (2) letter appraisals.</p>
<p>Purpose</p>	<p>The two letter appraisals are used for <i>estimating</i> the project cost only. This is not a request for full appraisals.</p> <p>This information is not intended to replace the need for full appraisals nor is this information intended to be used for final land value purposes. Full appraisals will be required later in the application process.</p>
<p>Providers</p>	<p>Anyone with the knowledge of land values in the area can provide this information. This may be:</p> <ul style="list-style-type: none"> • a local land developer • a local Realtor • a district board member • a concerned parent
<p>Appraisal Letter Content</p>	<p>Each of the two letters must:</p> <ul style="list-style-type: none"> • state why the person would know land values in the area • state the dollar per acre value of land in the area (i.e., \$5,000.00 per acre) <p>Please <i>do not</i> provide:</p> <ul style="list-style-type: none"> • range of land value (i.e., between \$3,000.00 and \$4,000.00 per acre) • total estimated value for a proposed site (i.e., \$51,000. for Hill & Dale site)
<p>Document Life</p>	<p>This document will be considered valid for a period of one (1) year from the date received by the OPSC.</p>
<p>Filing Multiple Applications</p>	<p>If the district is filing more than one application at the same time, then only the first application for new construction and the first application for modernization/reconstruction need to have this document attached.</p>
<p>Subsequent Applications</p>	<p>For applications filed within one (1) year since the last submittal, attach a copy of the two letter appraisals. ☺</p>

Form SFPD 575, Five-Year Facility Plan

<p>.....</p>	
Introduction	All applications must have a California Department of Education (CDE) approved Five-Year Facility Plan before the application may be presented to the SAB for approval.
Application Package	The district need only state that the district has submitted the <i>SFPD 575, Five-Year Facility Plan</i> to the CDE when submitting an application package. The lack of approval will not prevent the package from being processed. However, it <i>will</i> prevent the application from being submitted to the SAB.
Obtaining the SFPD 575	<p>The California Department of Education, School Facilities Planning Division (SFPD) has developed standardized forms for use in complying with this requirement (<i>Form SFPD 575, Five-Year Facility Plan</i> and <i>Form SFPD 575a, Guidelines for the Submittal of the Five-Year Facility Plan</i>). These forms are self-explanatory; however, additional assistance is available from the SFPD. Submit one copy of the plan to the following:</p> <p>California Department of Education School Facilities Planning Division P.O. Box 944272 Sacramento, CA 94244-2720 (916) 322-2470</p>
Document Life	The life of this document will be one (1) year from the date of the CDE approval.
Subsequent Applications	For applications filed within the life of the document, attach a copy of the CDE approval letter. ☺

Year-Round Feasibility Study

Introduction	All applications, except for high school districts and County Superintendent of Schools, must have an State Allocation Board approved Year-Round Feasibility Study before the application may be presented to the SAB for approval. This study is only required to be completed once, according to current law. There are provisions for waiving this requirement.
Application Package	When submitting an application package the district need only state that the district has submitted the Year-Round Feasibility Study to the Waiver and Review Committee, care of the Department of Education. The lack of approval will not prevent the package from being processed. However, it <i>will</i> prevent the application from being submitted to the SAB.
Assistance	The Year-Round Education consultants at the Department of Education will provide assistance in assembling the study. They can be reached at (916) 322-2470 or by a letter request addressed to: California Department of Education School Facilities Planning Division P.O. Box 944272 Sacramento, CA 94244-2720
Document Life	The life of this document will be until the law is changed.
Subsequent Applications	For applications filed within the life of the document, the Eligibility Unit will review the master file for receipt of this document. You may want to attach a copy of the approval or waiver letter. ☺

Eligibility Forms

Forms Inventory

The following inventory lists all the forms that are required for the Eligibility Package submittal:

FORM NUMBER	FORM TITLE
SAB 411B	Enrollment Certification
SAB 526	Facility Report
SAB 600S	Classroom Loading Summary
SAB 600	Lease-Purchase Justification Document
SAB 508 or SAB 508A	Authorized Signatory Resolution Changing the District Representative and/or CEQA Officer
SAB 504	Certification of Available Rents
SAB 506 or SAB 706	Application for Apportionment Application for Apportionment for Modernization/Reconstruction
SAB 520	District Financial Plan

Where to Obtain Forms

These forms may be obtained from:

Office of Public School Construction, Publications and Public Assistance
Unit
501 J Street, Suite 400
Sacramento, CA 95814
Attention: Publications Coordinator
(916) 322-4774

Assistance

For assistance in completing the forms contact the Office of Public School Construction, Eligibility Unit at (916) 322-5443, (916) 322-3637 or (916) 322-0999). ☎

Eligibility Package

State School Building Lease-Purchase Program

Revised January 1996

Presented by the Office of Public School Construction,
Eligibility Unit
501 J Street, Suite 400 Sacramento, CA 95814